

# **DIVISIONAL LEVEL COUNSELING**

Directive: **8.12**

- A. The divisional level counseling procedure provides disciplinary action against those members found to be in violation of departmental orders, rules, and regulations. These transgressions do require Internal Affairs numbers.
- B. When divisional level counseling is recommended by a commander, the commander is bound by the same procedures set forth in Directive 8.9 paragraphs B thru F, as they pertain to summary punishment.
- C. After the incident is investigated, and is decided by the Inspector of Investigative Services that the incident warrants DLC, a written notice is sent to the officer's supervisor instructing him/her to counsel their subordinate. This same supervisor is further instructed to submit in writing to the Internal Affairs Division the date and time the counseling took place.
- D. A divisional level counseling file will be maintained in the office of Internal Affairs. In January of each year, a review of this file will be conducted. Any incident older than one year will be purged. No permanent record of the DLC will be entered into the officer's file.
- E. A subsequent similar violation within a one year period would be considered as a first offense. However, the DLC may be taken into consideration relative to the range of penalty for a first offense.